

**BOARD OF REGENTS
MEETING MINUTES OF MAY 21, 2022**

Call to order: The Chair, Cathy F., called the meeting to order at 9:30 A.M.

The Chair reminded everyone that recording of this meeting is not permitted.

Roll call was taken by the recording secretary, Jo K.

Present: Cathy F., Guy H., John C., Valerie D., Zach M., and Israel A., Office Manager

Present by phone: Andre G., Arnie B., Gary M., Jo K., and KC B., International Executive Secretary

A. Operating Statement for April 2022:

A motion was made to approve the April 2022 Operating Statement as written.

MOTION SECONDED AND PASSED

FOR – 9

AGAINST – 0

ABSTAINED – 0

B. Minutes for April 16, 2022:

A motion was made to approve the minutes as written:

MOTION SECONDED AND PASSED

FOR – 9

AGAINST – 0

ABSTAINED – 0

OLD BUSINESS

A. Office Manager Report – Israel

- Lifeliners – none
- New Cans – none
- Group Information requests forms received – two (2)
Sacramento, CA (registration only) and Norcross, GA (registration only)
- Group Information request forms received prior to sending out starter kits – three (3)
Palm Springs, CA, Bucksport ,ME and Salem, OR
- Prison starter kits sent– none
- Venmo and Zelle donations were \$1,748.00
- I.S.O. received the Irwindale Property security deposit of \$3,279.00 and will be in next month’s Operating Statement.

B. International Executive Secretary Report – KC B.

- Working on the next bulletin.
- Attended the B.O.T. meeting in Cherry Hills, NJ.

- Will begin writing the May 2022 B.O.T. minutes.
- KC attended two mock virtual meetings last month and several bugs were detected and need to be corrected.

C. Bylaws Committee Report – Valerie D.

- No written report.
- The committee was waiting for the Bylaw changes to be approved for a second vote.
- The Bylaw changes #11-29 passed the second vote.
- The committee will continue to review the Bylaws.

D. Literature Order Form – Cathy F. and Guy H.

- The committee met.
- KC worked on reformatting the Literature form in an Excel spreadsheet to make it more user friendly.
- KC will submit the new form at the June B.O.R. meeting.

E. Standing Rules Committee – John C.

- John C. was asked that the committee add the information regarding the check signers not having to be officers of the B.O.R. and bring to the next B.O.R. meeting.

NEW BUSINESS

A. Review Bank CD's that are Maturing – John C.

- John C. contacted Chase Bank to get the rates on a CD that is due.
- If we roll over the current CD for four (4) months the rate would be .02%.
- If we obtain the CD for six (6) months the rate would be .05%.
- Any Chase bank can handle the CD changes and only one signature is needed.
- John will make the change.
- A motion was made to rollover the G.A.I.S.O. Chase CD, which matured on May 18, 2022, for a (6) six-month term yielding an interest rate of .05%.

MOTION SECONDED AND PASSED

FOR – 9

AGAINST – 0

ABSTAINED – 0

B. Literature Order Form Proposed Changes – Tabled till June meeting.

C. Liability Insurance coverage for the B.O.T. May 2022 Meeting – John C.

- Discussion regarding liability insurance coverage on hotel contracts for the B.O.T only meetings.
- Should this be in our Standing Rules or on a checklist for contracting with hotel?
- John will review and add this to the agenda for the next B.O.R. meeting.

D. Motions sent to the Secretary after each B.O.R. meeting – Jo K.

- Discussion ensued.
- Guy will send to Israel the template for motions that are used by his Intergroup meetings and KC will send Israel the template that is used at the B.O.T. meetings.
- Israel will email both templates to Jo to prepare a template for the B.O.R. meetings and bring to the June 2022 meeting.

E. Draft minutes sent to all B.O.R members for input – Jo K.

- Following a discussion, the B.O.R. members decided that the minutes should be emailed to the Office Manager for grammar, punctuation, and his review.
- Changes/corrections would be made and sent back to the Recording Secretary.
- The Office Manager will make any changes/corrections, and then email to the B.O.R. members prior to the meeting.

F. Salaries reviewed for I.S.O. employees - Cathy F.

- Israel and KC were asked to disconnect to the conference call so the B.O.R. could discuss.
- There has not been an employee performance report since 2015. The B.O.R. decided this should be done every year and goals should be established for all employees moving forward.
- Cathy will bring to the next meeting a possible performance report form to be reviewed by the B.O.R. and used moving forward.

A motion was made to increase all employee salaries for the coming year beginning July 1, 2022 - June 30, 2023.

MOTION SECONDED AND PASSED

FOR – 9

AGAINST – 0

ABSTAINED – 0

Israel and KC were asked to rejoin the meeting after the vote.

Meeting Collection Donations: \$90.00

Number of people who called in to listen to the meeting: one

Meeting ended with the Serenity Prayer at 11:41 A.M.

Next meeting will be June 18, 2022.

Respectfully submitted by Jo K., Recording Secretary